

**Water/Wastewater Commissioners’
Meeting Minutes
January 8, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:01 p.m.

Decisions:

Approval of Meeting Minutes – Commissioner Putnam made the motion to approve the minutes of the December 21, 2012 meeting as amended. Chairman Courage seconded the motion. All voted in favor.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the December 2012 Bill Commitment 121231 and for the December 2012 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the December 2012 Bill Commitment 121231 and for the December 2012 Final Bills issued.

Discussion/Information Items:

Septage Receiving Facility Project Update – Superintendent Boucher said since the previous commissioners’ meeting the septage receiving facility had operated well and no contractors for this project had been on-site. Lakeside and Weston & Sampson representatives have yet to coordinate the needed repairs to Lakeside’s equipment. A panel will be relocated, the temporary water line connection will become a permanent connection with a backflow preventer, and a check valve will be repaired. Commissioner Putnam asked if Milford would be invoiced for changing the water line connection. Mr. Boucher said not for the water line, but perhaps for the relocation of the panel, since moving the panel underneath the canopy was decided after acceptance of the original design, and that each of the three parties may consider absorbing a one-third portion of this cost. Chairman Courage asked if the NH DES would be disbursing additional funds. Mr. Boucher said the state would be disbursing funds once more, plus there are retainage funds. He will ask Mr. Jack Sheehy, Director of Financial Operations, about transferring funds from the existing budget account in anticipation of future paving costs, which Mr. Rene LaBranche, Stantec Consulting, estimated would be approximately \$5,000.00. Chairman Courage said he looks forward to the project financials being presented. He asked what is involved to relocate the panel. Mr. Boucher said extending outside conduit which contains communication and low voltage power lines. Vice-Chairman White asked Mr. Boucher what is his estimated date of completion for all contractor repairs on this project. Mr. Boucher said it would be reasonable to expect the water line, the

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check valve and the panel to be completed during January. Since the removing the interior auger will involve heavy equipment operation by the Lakeside crew, which he believed would travel from Colorado, and must be coordinated with the Weston & Sampson crew, Mr. Boucher said he expects the Septage Receiving Facility project to be finalized by the end of February. He will schedule Mr. LaBranche to deliver a financial accounting of this project to the commissioners.

Curtis Well Electrical & Instrumentation Improvements Project Update – Superintendent Boucher said that the two-to-three-foot deep digging has not occurred yet, and the galvanized elbows have not been received. Mr. Boucher expects the in-house field work, electrical work by G. A. Laflamme and the VFD work by Square D to be finalized by the spring. Commissioner Putnam said it is beneficial that the conduits are in place beneath the Souhegan River to facilitate a rapid response to equipment failure.

Switchgear Bid & Project Update – Superintendent Boucher distributed the bid documents sent to eight contractors for the bid opening scheduled for 2:00 p.m. on Tuesday, January 29th at the Water Utilities Department. Mr. Boucher said a few prospective bidders had inspected the site.

NH DES Sanitary Survey Results – Referring to the three page letter dated December 31, 2012 from the Drinking Water and Groundwater Bureau, Superintendent Boucher explained that a sanitary survey/inspection had been performed in 2011 by the NH DES to assess the capacity of Milford's water system sources, treatment, distribution and management to continually produce safe drinking water. The NH DES thanked Mr. Boucher and Mr. Young, the Milford water system's primary operator, for assistance provided during the survey. The DES reported the water system has been operated in a professional manner, the operators are knowledgeable, and the sanitary survey did not identify any significant deficiencies. Water quality monitoring records showed that Milford's water system is in compliance with all current water quality standards, including lead and copper at customers' taps. Recommendations included:

- Follow up on the recommendations in the Dram Cup tank inspection reports, and make dome repairs as needed.
- Consider updating the cross connection control ordinance.
- Consider converting existing paper tie plans and record drawings to an electronic format.

Regarding the conversion of paper tie plans to an electronic format, Superintendent Boucher's prior participation with the former GIS steering committee was discussed. Chairman Courage recalled that Camp Dresser McKee, a large consulting firm, was hired some years ago and that costs had been shared among Town departments for data collection, including hydrants and roadside water gates for the Water Utilities Department. Mr. Boucher said he received an invoice of approximately \$12,000.00, for which he will require details before authorizing payment. The Water Department had hired an independent consultant to collect some service box data, however, the project was not completed. The tie card system currently is up-to-date, albeit a manual, in-house process that should be automated. Mr. Boucher will follow the NH DES recommendations and pursue options for automating the tie card plans and recording drawings.

Chairman Courage said he is pleased with the favorable comments received regarding Milford's water system. He said he had spoken with Fire Chief Jack Kelley about the recent review of the hydrant flows and the positive Insurance Service Office (ISO) report received. Mr. Courage said that he would

like to mention the ISO report in the Commission's article for the 2012 Town Report regarding the recent "38B rating", down from a previous rating of 49, and that a lower number is a better rating than a higher number. The ISO report is a reflection that Milford's water distribution system is excellent—a good, tight system. Commissioner Putnam and Vice-Chairman White offered to help Chairman Courage draft the annual report. Chairman Courage said he will circulate a first draft and welcomes their input. Mr. White said the improved ISO rating is due in large part to Mr. Courage's diligent oversight of Water Department projects spanning many years. Chairman Courage briefly recalled that the Board of Selectmen had first endorsed a steering committee and later established a three-member Board of Commissioners to apply their collective expertise and management level experience to direct the water and sewer system operations, thereby furthering beneficial projects in Milford such as planning incremental improvements to water mains, pursuing inflow/infiltration studies, and enhancing municipal fire flow capabilities.

Activities Report – The Commissioners reviewed the Activities Report. Vice-Chairman White asked Superintendent Boucher to convey his appreciation for the Water Utilities crew's collective seasonal grounds-keeping efforts and attention to vehicle maintenance. He said that walkways are kept clear, vehicles are clean, and the staff should be commended for maintaining overall orderly facilities.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said that TeTon Environmental has incorporated NH DES and EPA recommendations in an electronic version of the Milford/Wilton Inter-municipal agreement, which has been forwarded to Attorney Drescher to finalize.

Draft 2013 Water Utilities Budget – Superintendent Boucher and the commissioners reviewed financial information received from the Mr. Sheehy, Director of Financial Operations and discussed the larger projects planned for 2013, including the purchase of larger-sized water meters, roof repairs needed at the Dram Cup water storage tank and whether an engineering estimate should be pursued, itemizing line item increases and whether to include wage totals and institute monthly sewer capital reserve trust funds for future sewer projects prior to the Superintendent's planned meeting with the budget committee. Mr. Boucher will ask Mr. Sheehy for project bond payment end dates.

Non-Public Session, RSA 91-A:3,II(d) Land – Approval of the minutes of the December 21, 2012 non-public session will be an agenda topic of the next commissioners' meeting.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, January 22, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Commissioner Putnam made the motion to adjourn the meeting at 7:20 p.m. Chairman Courage seconded the motion. All voted in favor.

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date

Robert E. Courage, Chairman

Date